



**King County**  
**CONFIDENTIAL SECRETARY I**  
**PUBLIC HEALTH - SEATTLE & KING COUNTY**  
**KING COUNTY EMERGENCY MEDICAL SERVICES/PUBLIC HEALTH**  
**Hourly Rate Range \$20.40 - \$25.86**  
**Job Announcement: 04TA4329**  
**OPEN: 6/7/04      CLOSE: 6/14/04**

**WHO MAY APPLY:** This career service exempt position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Felisa Azpitartelat (206) 296-4693 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Center, 999 3<sup>rd</sup> Ave Suite 700, Seattle, WA 98104

**WORK SCHEDULE:** This career service exempt position is overtime eligible. It works a 40 hour work week; Monday through Friday, 8:00am to 5:00pm ; some rotating evenings and weekends.

**PRIMARY JOB FUNCTIONS INCLUDE:**

- Assist the Division Director and Deputy Director in organizing their workloads, schedules and administrative functions to maximize their productivity.
- Perform secretarial duties for the Division Director and Deputy Director to assure a well functioning Division.
- Provide quality customer support to the division programs and their supervisors to assure the timely processing of required paperwork and reports and the efficient resolution of issues.
- Maintain and update desk manual for this position.
- Answer telephone calls and voice mail, respond to questions, take messages, route and screen telephone calls.
- Maintain files.
- Perform photocopying, binding, and collating.
- Verify payroll data entry. Serve as a back up for payroll data entry.
- Maintain email distribution lists, phone/contact directory, organizational charts and emergency contact information lists.
- Maintain Division management employee files.
- Provide high-level computer software support in Windows environment:
  - using Microsoft Word (e.g., tables, columns, insert figures/files, mail merge, index/tables, styles, footnotes, track changes, etc.);
  - using Excel to create, update and change spreadsheets;
  - using Excel to create, update and change organizational charts and flow charts; and

- using Outlook to manage e-mail, calendars, and contacts.
- Assist other staff in software troubleshooting.
- Review all incoming mail and paperwork for the Division Director and Deputy Director to include: opening mail, date stamping mail, recycling junk mail and removing name as appropriate from mailing lists, screening mail and redirecting mail to more appropriate staff, and sorting and prioritizing mail.
- Screen Division Director and Deputy Director's email for appointment requests, route paperwork, assignments, and urgent emails that can be triaged to appropriate staff. Alert Division Director to urgent emails.
- Maintain a delegation and tracking log/database for items sent to others for action or that need follow-up. Follow-up in a timely manner on those items to assure receipt and completion.
- Prepare correspondence for Division Director and Deputy Director's signature to include proof reading for grammar, punctuation, language and standardized style.
- Schedule appointments and meetings and maintain calendars for the Division Director and Deputy Director. Assure understanding of schedule priorities. Resolve appointment conflicts. Schedule meeting rooms.
- Review and forward travel and training paperwork and make travel arrangements.
- Identify urgent matters for the Division Director and Deputy Director get messages to them in a timely fashion.
- Take and prepare meeting minutes and/or notes.
- Convey the Division Director's directions and instructions to Division staff. Furnish explanations when necessary and pass along concerns to the Division Director.
- Prepare coffee/hot water/etc and purchase food for meetings with the public following appropriate food purchasing guidelines and procedures.
- Facilitate regular communication and serve as a liaison with other administrative support staff in the Division and Department.
- Assist in orientation and training staff.
- Provide coverage on a rotation schedule for the receptionist desk during breaks, lunches, vacations and sick leave.
- In an emergency, be prepared to give, receive and record messages in a calm, accurate and orderly manner. Notify Division Administration of emergency situation and messages.
- Take the initiative to learn about the Department and Division (e.g., understand organizational structures, have a general working knowledge of the Departmental strategic plan and business plan, know basic program activities in the Division, etc),
- Abide by all County, Departmental and Divisional policies and procedures,
- Perform other duties as assigned.

NOTE: Public Health is a first responder agency for natural disasters (e.g., earthquakes and floods), naturally occurring infectious outbreaks (e.g., paninfluenza and SARS), and terrorism events (e.g., biological, radiological and chemical). This position, like all other positions in the Department, will be required to participate in public health emergency response training and will be pre-assigned to specific response teams

#### **QUALIFICATIONS:**

- Must be able to manage a demanding and workloads and high-pressured, priority projects,

- Must be skilled in paying high-level attention to detail,
- Must be highly organized and able to maintain an orderly workspace,
- Skilled in assuring telephone, e-mail, written and oral communications are courteous, professional, efficient and, as necessary, assertive without being aggressive,
- Skilled in taking the initiative to use resources and seek answers to unfamiliar questions and tasks,
- Skilled in maintaining confidential information,
- Skilled in applying common sense to the work and new situations,
- Skilled in engaging in timely, effective conflict resolution,
- Able to identify and prioritize systems needing change,
- Skilled in maintaining open, direct communication with the Managers, program, director's office and other administrative staff and others,
- Skilled in making efficient use of time and effectively prioritize work,
- Skilled in providing excellent customer service.
- Be able to serve during emergencies and disasters; must maintain a minimum level of personal and family preparedness by developing a Family Disaster Plan and updating the Plan as necessary. Employee will receive training on developing Family Disaster Plans, and on disaster-specific roles, responsibilities and call in procedures. During exercises or emergencies, may be required to serve in an Emergency Operations Center or at other locations, and may be required to work non-standard shifts, which may include shift changes other than day shift hours, and on weekends and holidays.
- Must demonstrate proficiency in MS Windows XP and MS Office 2003 applications, including Power Point.
- Excellent verbal and written skills.
- The ability to be flexible and simultaneously work on multiple assignments.
- Ability to establish and maintain harmonious working relationships with other employees and the general public.
- Working knowledge of desktop publishing.
- Candidates must have proven ability to navigate and use the internet.
- Applicants will be required to pass a proficiency test in math, editing/formatting, proofreading and computer skills in advanced Microsoft Word, Excel, and Windows.

**DESIRED QUALIFICATIONS:** A minimum of two years of clerical support experience (or a combination of education, training and/or experience which provides evidence of the ability to perform this work). Desirable candidates will have knowledge of King County government and EMS programs.

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

**CLASS CODE: 0025    SEQUENCE NUMBER: 83-8390-0025**